



Instructions on Running Academic Grade Report

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SATERN Help Desk

If you have technical problems with SATERN or a particular course or book, please contact the help desk:

1-877-NSSC-123 (877-677-2123) or NASA-saturn.support@nasa.gov.

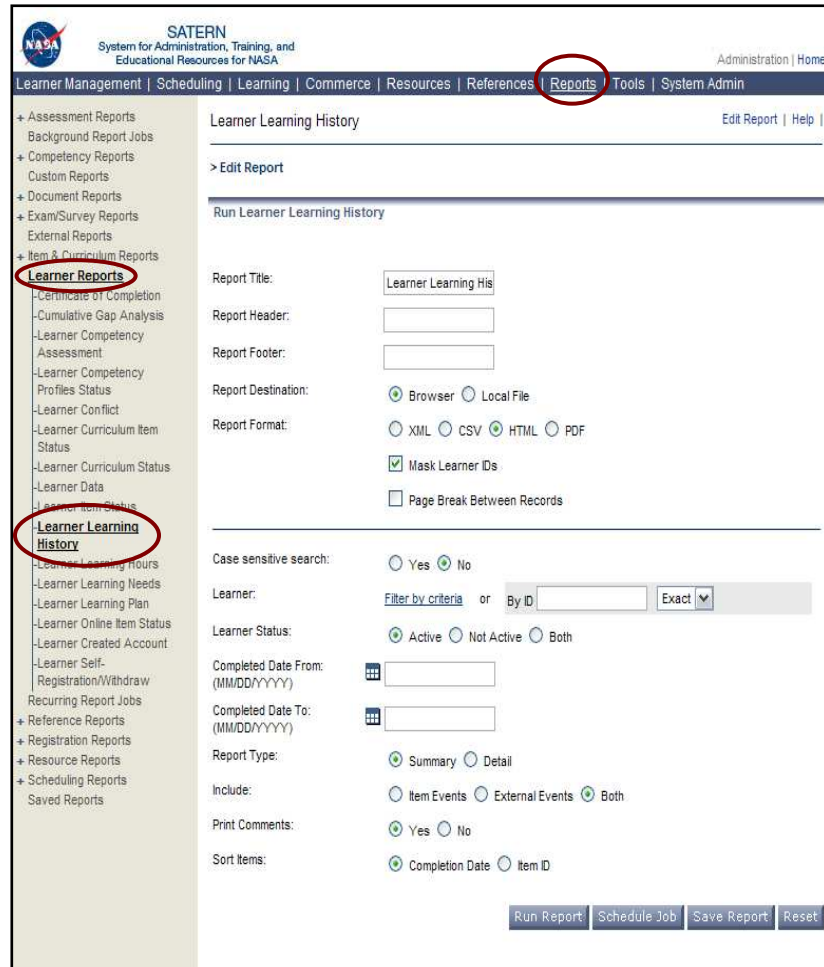
Task A: Run the Report/Reports Tab

1. Click Reports Tab > Learner Learning Reports

Step 1: Reports

Step 2: Learner Reports

Step 3: Learner Learning History



The screenshot shows the SATERN System for Administration, Training, and Educational Resources for NASA. The top navigation bar includes links for Learner Management, Scheduling, Learning, Commerce, Resources, References, Reports (highlighted with a red circle), Tools, and System Admin. The left sidebar lists various report categories, with 'Learner Reports' and 'Learner Learning History' highlighted with red circles. The main content area displays the 'Learner Learning History' report configuration page. It includes fields for Report Title, Report Header, and Report Footer. The Report Destination is set to Browser, and the Report Format is set to HTML. The Mask Learner IDs checkbox is checked. The Case sensitive search is set to No. The Learner filter is set to Filter by criteria. The Learner Status is set to Active. The Completed Date From and Completed Date To fields are empty. The Report Type is set to Summary. The Include options are Item Events, External Events, and Both. The Print Comments checkbox is checked. The Sort Items are set to Completion Date. At the bottom, there are buttons for Run Report, Schedule Job, Save Report, and Reset.



Task B: Configure Output Settings

2. Configure Output Settings

- Local File
- CSV Format

Learner Learning History Edit Report | Help

> Edit Report

Run Learner Learning History

Report Title:

Report Header:

Report Footer:

Report Destination: ☐ Browser ☒ Local File

Report Format: ☐ XML ☒ CSV ☐ HTML ☐ PDF

☐ Mask Learner IDs

☐ Page Break Between Records

Task C. Filter Criteria

1. Filter Learner(s) by Criteria

Case sensitive search: ☐ Yes ☒ No

Learner: or By ID Exact

Learner Status: ☒ Active ☐ Not Active ☐ Both

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: ☒ Summary ☐ Detail

Include: ☐ Item Events ☐ External Events ☒ Both

Print Comments: ☒ Yes ☐ No

Sort Items: ☒ Completion Date ☐ Item ID

2. Filter Learner(s) by Domain

Add IDs (separate multiple IDs using a comma)

Learners: [Add](#)

Search Learners

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

User Name: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Learner Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Filter by criteria](#) or By ID Starts With

Organizations: [Filter by criteria](#) or By ID Starts With

Job Locations: [Select from list](#) or By ID Starts With

3. Input Domain

Learner Learning History [Edit Report](#) | [Help](#)

> [Edit Report](#) > [by Learner](#) > by Domains

[Create Filter](#) [View Filter](#)

Create Domains Filter For Learners

Add IDs manually or create the curriculum filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Domain ID: [Add](#)

Search Domains

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

Domain ID: Starts With

Description: Starts With

[Search](#) [Reset](#)

4. Select Domain(s)

Learner Learning History Edit Report | Help |

> [Edit Report](#) > [by Learner](#) > [by Domains](#)

[Create Filter](#) [View Filter](#)

Select Domains from List

[<< Search Again](#)

[Add to Filter](#) [Reset](#)

Records per Page Page: 1 2 3 «Previous | Next» Page of 3. [Go](#)

[Select All](#) / [Deselect All](#)

ID	Description	Levels	Top Level Only	Include Sub Domains
<input checked="" type="checkbox"/> KSC	Kennedy Space Center	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
KSC-AA	CENTER DIRECTOR	2	<input checked="" type="checkbox"/>	
KSC-AJ	OFC OF DIVERSITY & EQUAL OPPORTUNITY	2	<input checked="" type="checkbox"/>	
KSC-BA	HUMAN RESOURCES OFC	2	<input checked="" type="checkbox"/>	
KSC-CC	CHIEF COUNSEL	2	<input checked="" type="checkbox"/>	
KSC-Contractor	CONTRACTOR	2	<input type="checkbox"/>	
KSC-DX	ENGINEERING DEVELOPMENT DIRECTORATE	2	<input checked="" type="checkbox"/>	
KSC-EA	ITA AND SYSTEMS MGMT OFFICE	2	<input checked="" type="checkbox"/>	
KSC-GG	OFFICE OF THE CHIEF FINANCIAL OFFICER	2	<input checked="" type="checkbox"/>	
KSC-IT	IT & COMM SERVICES DIRECTORATE	2	<input checked="" type="checkbox"/>	

Records per Page Page: 1 2 3 «Previous | Next» Page of 3. [Go](#)

[Select All](#) / [Deselect All](#)

5. Add to Filter

[Add to Filter](#) [Reset](#)

6. Submit Filter

Edit Domain Results

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

[Select](#) / [Deselect All](#)

Domain ID	Description	Levels	Include Sub Domains	Remove
KSC-AA	CENTER DIRECTOR	2	No	<input type="checkbox"/>
KSC-AJ	OFC OF DIVERSITY & EQUAL OPPORTUNITY	2	No	<input type="checkbox"/>
KSC-BA	HUMAN RESOURCES OFC	2	No	<input type="checkbox"/>
KSC-CC	CHIEF COUNSEL	2	No	<input type="checkbox"/>
KSC-DX	ENGINEERING DEVELOPMENT DIRECTORATE	2	No	<input type="checkbox"/>
KSC-EA	ITA AND SYSTEMS MGMT OFFICE	2	No	<input type="checkbox"/>
KSC-GG	OFFICE OF THE CHIEF FINANCIAL OFFICER	2	No	<input type="checkbox"/>
KSC-IT	IT & COMM SERVICES DIRECTORATE	2	No	<input type="checkbox"/>

[Select](#) / [Deselect All](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)



7. Search against Domain Filter

Learner Learning History [Edit Report](#) | [Help](#)

> [Edit Report](#) > by Learner

[Create Filter](#) [View Filter](#)

Create Learners Filter For Learner Learning History

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Learners: [Add](#)

[Search Learners](#)

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

User Name: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Learner Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Filter by criteria](#) (23 Selected) or [By ID](#)

Organizations: [Filter by criteria](#) or [By ID](#) Starts With

Job Locations: [Select from list](#) or [By ID](#) Starts With

8. Increase Records per Page, Select All & Submit Selection

Step 1: Records per Page

Step 2: Select All

Step 3: Submit Selection

Learner Learning History [Edit Report](#) | [Help](#)

> [Edit Report](#) > by Learner

[Create Filter](#) [View Filter](#)

Select Learners from list

<< [Search Again](#)

[Submit Selection](#) [Reset](#)

[Select All / Deselect All](#)

Records per Page [All](#)

User Name	Learner Name	Select
tabadiotakis	ABADIOTAKIS, TASSOS	<input checked="" type="checkbox"/>
aaabdallah	ABDALLAH, AYMAN A	<input checked="" type="checkbox"/>
cfabell	ABELL, CHARLES F	<input checked="" type="checkbox"/>
dmabraham	ABRAHAM, DELORES M	<input checked="" type="checkbox"/>
mgachille-argaez	ACHILLE-ARGAEZ, MARIALYN G	<input checked="" type="checkbox"/>
daackerman	ACKERMAN, DAWN A	<input checked="" type="checkbox"/>
dlackerman	ACKERMAN, DONALD L	<input checked="" type="checkbox"/>
fwadams	ADAMS, FREDERICK W	<input checked="" type="checkbox"/>
lkadams	ADAMS, LINDA K	<input checked="" type="checkbox"/>
lmadams	ADAMS, LINDA M	<input checked="" type="checkbox"/>
pjadams	ADAMS, PAMELA J	<input checked="" type="checkbox"/>
smadams	ADAMS, SARIAH M	<input checked="" type="checkbox"/>
tcadams	ADAMS, TIMOTHY C	<input checked="" type="checkbox"/>
dladcock	ADCOCK, DAVID L	<input checked="" type="checkbox"/>
jfadkisson	ADKISSON, JOHN F	<input checked="" type="checkbox"/>

9. Submit Filter

Learner Learning History Edit Report | Help |

> [Edit Report](#) > by Learner

[Create Filter](#) [View Filter](#)

View Learners Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.

Learners: [Add](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Records per Page: 10 Page: 1 2 3 4 5 «Previous | Next» Page 1 of 891. [Go](#)

[Select All](#) / [Deselect All](#)

User Name	Learner Name	Remove
tabadiotakis	ABADIOTAKIS, TASSOS	<input type="checkbox"/>
aaabdallah	ABDALLAH, AYMAN A	<input type="checkbox"/>
cfabell	ABELL, CHARLES F	<input type="checkbox"/>
dmabraham	ABRAHAM, DELORES M	<input type="checkbox"/>
mgachille-argaez	ACHILLE-ARGAEZ, MARIALYN G	<input type="checkbox"/>
daackerman	ACKERMAN, DAWN A	<input type="checkbox"/>
dlackerman	ACKERMAN, DONALD L	<input type="checkbox"/>
fwadams	ADAMS, FREDERICK W	<input type="checkbox"/>

Task D: Finalize Report Requirements

10. Finalize Report
Criteria. Input Date Range. Select Report Type – Summary.

NOTE: Do not print Comments

Learner Learning History Edit Report | Help |

> [Edit Report](#)

Run Learner Learning History

Report Title:

Report Header:

Report Footer:

Report Destination: ☐ Browser ☒ Local File

Report Format: ☐ XML ☒ CSV ☐ HTML ☐ PDF

☒ Mask Learner IDs

☐ Page Break Between Records

Case sensitive search: ☐ Yes ☒ No

Learner: [Filter by criteria](#) (8907 Selected) or [By ID](#)

Learner Status: ☒ Active ☐ Not Active ☐ Both

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: ☒ Summary ☐ Detail

Include: ☒ Item Events ☐ External Events ☐ Both

Print Comments: ☐ Yes ☒ No

Sort Items: ☒ Completion Date ☐ Item ID

[Run Report](#) [Schedule Job](#) [Save Report](#) [Reset](#)



Task E. Run, Schedule, Save Report

11. Run, Schedule Report, or Save Report



NOTE: When the report is ran, you will have to do some additional filtering in Excel, since SATERN will not handle any additional filtering criteria (courses labeled EX-AC) due to the filter timing out and causing the report to crash before it can be run.

The workaround - After the report has been ran and downloaded into MS Excel, filter by Item ID "EX-AC". Any items not beginning with the "EX-AC" should be deleted from the spreadsheet.